



DFRC Travel Manager NewsFlash #6

(February 28, 2003)

Functionality Update – Delegation of Authority:

Delegation of Authority functionality is now live. You can obtain the new chapter 10 materials by clicking on the link below:

<http://www.dfrc.nasa.gov/Organizations/IFMP/Modules/TravelMan/revapman.html>

What this means to you:

As an approver, you will now be able to use the delegate authority feature to select additional approvers to approve travel documents on your behalf. This process can be utilized in addition to the approval back-up(s) already assigned. Existing back-ups and the individual receiving the new delegation authority will receive emails to inform them of documents awaiting approvals. Further, the primary approver will still receive an email even after delegating authority.

The Travel Manager system will allow the delegation of authority to see all users within the system regardless of authority, however it is **CRITICAL** to select someone that has the same authority or higher of the user delegating the authority. If the delegate does not have reviewer privileges, they will not have the necessary permission levels or training to review authorizations or vouchers and sign and route the document appropriately.

What are the steps you need to take to perform this function?

Attached you will find Delegate Authority Chapter to insert into your Travel Manager training binder. This chapter provides step-by-step instructions on delegating authority as well as removing delegated authority. Remember, it is imperative that the person to whom you delegate authority has the same or higher authority as you do. This ensures that the delegate will be able to review, sign, and route authorizations or vouchers.

Questions?

If you have any questions or need additional support, please contact the BISS Help Desk at x2477.

Note:

This new delegation of authority will still require communication among back-ups and newly selected delegates to ensure travel documents are processed in a timely manner.

If you have any questions or have any topics you would like information on please email biss@mail.dfrc.nasa.gov